



INSTRUCTIONS FOR COMPLETING THE FINANCIAL DISCLOSURE PACKET (STEP 3)

The disclosure forms consist of the following documents:

- Declaration Regarding Service of Declaration of Disclosure, form FL-141
- Declaration of Disclosure, form FL-140
- Schedule of Assets and Debts (4 sides), form FL-142
- Income & Expense Declaration (4 sides), form FL-150

Even if you have no property issues in your marital action, you must complete and serve all of these forms on your spouse to obtain a Judgment in your case. If you have property and/or debts, you will be expected to complete the process twice. The first time, called your "Preliminary Disclosures" merely identifies the property and debts of the parties. The second time, called the "Final Disclosures" includes values for all of the property and debts of the parties. If you know all of the values when you complete your Preliminary Disclosures, you may combine both steps by including those values and designating your disclosures as both Preliminary and Final. Do this by checking the appropriate boxes on all forms.

Your spouse will also have to complete these forms if he or she responds in the case or enters into an agreement with you to finish the case. The forms are exchanged between the spouses to ensure that each party has all the information needed to make informed decisions and to protect against fraud.

The steps to complete your Preliminary or Final disclosures are as follows:

1. Complete the **Income and Expense Declaration (FL-150)**
 - a. You will need the following to complete these forms:
 - i. Your most recent paycheck stubs for at least two months (or the equivalent)
 - ii. Your W-2s or tax return for the past year
 - iii. Information on your monthly expenses
 - b. Have a calculator handy when completing page 2.
 - c. Attach copies of your paycheck stubs for the past two months as verification of your income
2. Complete the **Schedule of Assets and Debts (FL-142)**
 - a. Identify separate assets and debts by printing "P" for Petitioner's separate property or "R" for Respondent's separate property in the "Sep. Prop."

Column. For all other items, leave the column blank to indicate that the item is community property.

- b. If you have nothing to disclose in a particular category, write “none.”
 - c. Completing the value columns and attaching any supporting documentation makes your disclosures “final.” If you do not have the values available to you yet, you may leave these columns blank and simply indicate on the front of your **Declaration Regarding Service of Declaration of Disclosure** that you have completed your preliminary disclosures only. You can complete your financial disclosures when this information becomes available to you. Most people complete both a preliminary and a final disclosure packet.
3. Complete the **Declaration of Disclosure (FL-140)**
 - a. Check the appropriate box to indicate whether you have completed your preliminary or final disclosure. If you are completing both the preliminary and final disclosures, you may check both boxes.
 - b. Check items 1 and 2.
 4. Serve a copy of your financial disclosures on the other party
 - a. This can be done by hand-delivery or by mail.
 - b. You may serve the forms yourself and do not need to have a third party serve these forms for you.
 5. Complete the **Declaration Regarding Service of Declaration of Disclosure (FL-141)**
 - a. Check the box(es) to indicate whether you have completed preliminary or final disclosures, or both.
 - b. Complete the section indicating how your preliminary and/or final disclosures were served.
 6. File the **Declaration Regarding Service of Declaration of Disclosure (FL-141)** along with one copy in Room 100
 - a. Keep the copy for your records

If you need help completing these forms, a detailed instruction packet entitled How to Complete the Declarations of Disclosures is available on the court’s website.